



Board of Trustees
March 11, 2015
8:00 a.m.
Taylorsville Redwood Campus
AAB Board Room 428

Meeting to be conducted by Gail Miller, Chair

No Executive Session is anticipated in connection with this meeting.

TAB

I. BOARD BUSINESS: Gail Miller, Chair

- A. Trustee Audit Committee Report, Trustee Clint Ensign
1. Action: Approve Annual Financial Report (distributed at last meeting)

II. CONSENT CALENDAR:

It is the recommendation of the Chair that the Board approve the following items on the Consent Calendar:

- A. **Investment Report for January 2014** **A**
B. **Minutes of Previous Meetings, January 28, 2015 Retreat and February 11, 2015 Regular Meeting** **B**
C. **Executive Session:** Approval to hold an Executive Session or Sessions in connection with the meeting of the SLCC Board of Trustees to be held April 8, 2015 to consider matters permitted by the Utah Open and Public Meetings Act.
D. **Personnel Report for February 2015** **C**
E. **Government Funding Report—Major Grants Requested/Received** **D**

III. PRESIDENT'S REPORT: Dr. Deneece Huftalin, President

- A. President Huftalin
1. Information: Facts at Your Fingertips

B. Instruction Report –Interim Provost Clifton Sanders **E**
1. Moment of Mission, Dean Kevin Brockbank, Competency Based Education

C. Student Services Report – Vice President Nancy Singer **F**
1. Action: ADA Policy, Second Reading **G**

D. Business Services Report – VP Dennis Klaus
1. Action: Second Tier Tuition and Student Fees **H**
2. Action: Approval to Appoint Institutional Legal Counsel **I**
3. Information: Surplus Property Operations Report **J**

E. Institutional Advancement Report – Vice President Alison McFarlane **K**

F. Government and Community Relations Report – VP Tim Sheehan **L**

G. Institutional Effectiveness & Planning Report – VP Barbara Grover **M**
1. Information: Mandatory Testing Update

I. Campus-based & Constituents Reports:

1. Faculty Report – Lois Oestreich and Joe Gallegos
2. Staff Association Report – Mike Blain
3. Student Life and Leadership Report – Carlos Moreno
4. Information Technology – Bill Zoumadakis

N
O
P
Q

IV. INFORMATION SHARING AND INPUT:

V. CALENDAR OF UPCOMING EVENTS:

R

VI. ADJOURNMENT:

Next Board Meeting: April 8, 2015
Taylorsville Redwood Campus AAB Board Room

REMINDERS:

Please remember to place the parking pass on your dashboard. There will be reserved parking stalls south of the Academic & Administration Building.

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify the ADA Coordinator, at 801-957-4041, at least three working days prior to the meeting.

**MONEY MANAGEMENT INVESTMENTS
SUMMARY OF INVESTMENT TRANSACTIONS
FOR THE YEAR ENDING JUNE 30, 2015**

Month	Beginning Balance	Purchases	Sales	Ending Balance	Weighted Average Balance	Interest and Dividends	Interest Rate
July 2014	108,949,211.16	24,094,543.31	29,671,896.65	103,371,857.82	101,098,952.43	76,641.96	0.89%
August 2014	103,371,857.82	50,963,257.30	38,714,454.85	115,620,660.27	112,502,190.67	103,690.49	1.09%
September 2014	115,620,660.27	41,750,244.75	41,188,034.63	116,182,870.39	112,361,360.79	86,253.39	0.93%
October 2014	116,182,870.39	14,622,409.43	19,760,930.42	111,044,349.40	109,778,802.86	112,889.48	1.21%
November 2014	111,044,349.40	22,715,416.65	23,584,613.41	110,175,152.64	111,597,504.70	109,235.88	1.19%
December 2014	110,175,152.64	26,549,011.92	28,296,949.96	108,427,214.60	101,440,832.70	96,837.49	1.12%
January 2015	108,427,214.60	77,499,019.88	63,277,941.95	122,648,292.53	117,555,508.50	93,950.15	0.94%
February 2015							
March 2015							
April 2015							
May 2015							
June 2015							
Totals	258,193,903.24	244,494,821.87	109,476,450.38	679,498.85	1.05%		

* Based on average of months shown


Dr. Denece Hufalin, President

TO: GAIL MILLER, CHAIR OF THE BOARD OF TRUSTEES

To the best of my knowledge, the investment reports presented to you accurately reflect the investment activity, the cost, and market value of all investments at month end, and all investments conform with College and Board of Regents' policies, and with the State Money Management Act and the rules of the State Money Management Council.

John E Ruell

Public Treasurer, Salt Lake Community College

SALT LAKE COMMUNITY COLLEGE
MONEY MANAGEMENT INVESTMENTS
INVESTMENT PORTFOLIO AT 01-31-15

<u>Description</u>	<u>Rate of Return</u>	<u>Settlement Date</u>	<u>Maturity Date</u>	<u>Cost</u>	<u>Market Value</u>
Agri Bank of China Commercial Paper	0.75%	12/18/14	12/17/15	1,986,906.12	1,985,200.00
Bank of America Medium Term Note Floater	0.79%	05/14/13	03/22/16	1,001,111.73	1,003,642.00
BFCM Medium Term Note Floater	0.98%	03/04/14	01/20/17	3,007,282.82	3,017,403.00
BPCE SA Medium Term Note Floater	0.80%	02/14/14	04/25/16	2,748,846.37	2,752,135.55
Medium Term Note Floater	0.94%	02/18/14	02/10/17	1,002,710.96	1,005,589.00
Medium Term Note Floater	0.89%	03/11/14	02/10/17	1,028,843.36	1,030,728.73
Citigroup Inc Medium Term Note Floater	0.70%	12/23/13	07/25/16	1,511,310.52	1,508,367.00
Federal Ag Mortgage Corp US Agency	1.83%	03/05/14	03/05/19	5,000,000.00	5,008,080.00
US Agency	1.85%	01/28/15	01/28/20	2,000,000.00	2,001,194.00
Federal Farm Credit Bank US Agency	1.27%	07/08/14	01/08/18	2,000,000.00	2,000,132.00
US Agency	1.52%	07/28/14	07/23/18	2,000,000.00	2,010,086.00
US Agency	1.60%	10/23/14	10/23/18	1,000,000.00	1,000,059.00
US Agency	1.95%	11/18/14	11/18/19	2,000,000.00	2,001,620.00
US Agency	1.79%	01/22/15	10/22/19	1,000,000.00	1,002,101.00
US Agency	1.23%	01/23/15	04/23/18	2,000,000.00	2,002,678.00
US Agency	1.61%	01/23/15	04/23/19	2,000,000.00	2,003,522.00
Federal Home Loan Bank US Agency	1.05%	05/29/14	08/22/17	1,400,000.00	1,400,057.40
US Agency	1.20%	06/19/14	12/19/17	2,000,000.00	2,002,538.00
US Agency	1.60%	08/21/14	08/13/18	2,000,000.00	2,000,140.00
US Agency	1.50%	12/26/14	06/26/18	1,000,000.00	1,001,829.00
US Agency	2.05%	12/30/14	12/30/19	2,000,000.00	2,005,662.00
US Agency	2.00%	01/30/15	01/30/20	2,000,000.00	2,005,136.00
Federal Home Loan Mortgage Corp. US Agency	1.00%	06/26/14	06/26/17	1,000,000.00	1,000,559.00
US Agency	1.80%	03/12/14	03/12/19	2,000,000.00	2,003,750.00
US Agency	1.35%	07/17/14	01/17/18	2,000,000.00	2,004,282.00
US Agency	1.25%	07/17/14	10/17/17	2,000,000.00	2,002,466.00
US Agency	1.13%	09/15/14	09/15/17	1,000,000.00	1,001,275.00
US Agency	1.75%	09/26/14	12/26/18	2,000,000.00	2,004,288.00
US Agency	1.25%	09/29/14	09/29/17	2,000,000.00	2,002,716.00
US Agency	1.75%	12/26/14	12/26/18	2,000,000.00	2,004,512.00
US Agency	1.70%	01/30/15	01/30/19	4,000,000.00	4,008,552.00

<u>Description</u>	<u>Rate of Return</u>	<u>Settlement Date</u>	<u>Maturity Date</u>	<u>Cost</u>	<u>Market Value</u>
Federal National Mortgage Association					
US Agency	2.00%	04/30/14	04/30/19	2,000,000.00	2,009,038.00
US Agency	1.20%	11/21/14	11/21/17	1,000,000.00	1,002,510.00
US Agency	1.25%	09/11/14	12/11/17	1,000,000.00	1,004,325.00
US Agency	1.55%	11/28/14	11/28/18	1,000,000.00	1,003,833.00
US Agency	1.75%	11/24/14	05/24/19	1,000,000.00	1,008,331.00
US Agency	2.00%	09/30/14	09/30/19	2,000,000.00	2,019,314.00
General Electric Capital Corporation					
Medium Term Note Floater	0.58%	08/07/13	07/12/16	2,003,088.68	2,013,824.00
Goldman Sachs GP Inc					
Medium Term Note	0.67%	02/07/14	05/03/15	2,516,354.96	2,517,415.00
Medium Term Note Floater	0.79%	02/07/14	03/22/16	1,997,695.44	1,997,374.00
HSBC Finance Corporation					
Medium Term Note Floater	1.03%	06/26/13	06/01/16	1,717,098.66	1,717,100.08
Medium Term Note	0.70%	01/28/14	04/15/15	1,042,776.09	1,042,589.34
Medium Term Note	0.80%	03/31/14	06/30/15	2,034,746.70	2,036,764.00
Intermountain Power Agency					
Muni	1.10%	06/26/14	07/01/17	1,205,220.00	1,202,520.00
JP Morgan Chase & Company					
Medium Term Note Floater	0.84%	09/30/13	06/13/16	2,490,611.48	2,475,872.50
Medium Term Note Floater	1.29%	04/26/13	03/20/15	2,002,563.46	2,002,680.00
Lloyds TSB Bank					
Medium Term Note Floater	0.94%	12/02/13	04/13/15	2,005,409.04	1,996,000.00
Macquarie Bank					
Medium Term Note Floater	0.84%	02/27/14	08/30/16	3,000,000.00	3,000,000.00
Medium Term Note Floater	1.02%	03/24/14	03/24/17	1,000,000.00	1,004,201.00
Rio Tinto Financial					
Medium Term Note Floater	0.63%	06/21/13	06/19/15	1,000,564.31	1,000,768.00
Royal Bank of Scotland					
Fixed Rate Corporate Note	0.85%	06/23/14	09/21/15	1,140,825.06	1,139,050.82
Salt Lake City					
Muni	1.10%	07/17/14	10/01/17	1,005,211.41	1,003,000.00
Mutual Funds - Bruin' Club					
Janus Strategic Value Fund	3.78%	Various	Open	35,000.00	90,008.31
Janus Twenty Fund	4.75%	Various	Open	41,250.00	64,780.06
The Vanguard 500 Index Fund	4.99%	Various	Open	43,750.00	86,406.84
Mutual Funds - Alumni Office					
Janus Fund	13.01%	Various	Open	26,500.00	31,744.33
Janus Enterprise Fund	11.16%	Various	Open	31,500.00	40,035.03
The Vanguard 500 Index Fund	4.99%	Various	Open	27,000.00	51,409.64
Mutual Fund Wells Fargo - Grand Theatre					
WealthBuilder Moderate Balanced Portfolio	-1.40%	12/26/06	Open	95,717.01	125,790.41
Utah State Treasurer					
Public Treasurers' Investment Fund	0.5003%	01/31/15	Open	22,911,801.14	22,911,801.14
Zions First National Bank					
Sweep Account	0.20%	01/31/15	02/01/15	<u>5,586,597.21</u>	<u>5,586,597.21</u>
Total Investment Portfolio				<u>122,648,292.53</u>	<u>122,965,382.39</u>

SALT LAKE COMMUNITY COLLEGE
INVESTMENT TRANSACTIONS
JANUARY 2015

Description	Interest	Settlement Date	Maturity Date	Cost
Investments - December 31, 2014				108,427,214.60
<u>PURCHASES</u>				
Federal Farm Credit Bank US Agency	1.79%	01/22/15	10/22/19	1,000,000.00
Federal Farm Credit Bank US Agency	1.61%	01/23/15	04/23/19	2,000,000.00
Federal Farm Credit Bank US Agency	1.23%	01/23/15	04/23/18	2,000,000.00
Federal Agricultural Mortgage Corp. Assoc. US Agency	1.85%	01/28/15	01/28/20	2,000,000.00
Federal Home Loan mortgage Corporation US Agency	1.70%	01/30/15	01/30/19	4,000,000.00
Federal Home Loan Bank US Agency	2.00%	01/30/15	01/30/20	2,000,000.00
Utah State Treasurer Public Treasurers' Investment Fund	0.50%	Various	Various	26,317,042.44
Zions First National Bank Sweep Account	0.20%	Various	Various	<u>38,181,977.44</u>
Total Purchases				77,499,019.88
<u>SALES / MATURITIES / CALLS</u>				
Bank of America (Merrill Lynch) Medium Term Note Floater	0.68%	04/25/13	01/15/15	2,000,000.00
Citigroup Inc Medium Term Note Floater	0.85%	10/15/13	01/15/15	1,503,000.00
Federal Home Loan Bank US Agency	2.29%	07/15/14	01/15/15	1,000,000.00
Morgan Stanley Medium Term Note Floater	0.61%	01/24/14	01/26/15	1,000,000.00
Federal Farm Credit Bank US Agency	1.78%	08/21/14	01/23/15	1,000,000.00
Federal Home Loan mortgage Corporation US Agency	1.43%	07/28/14	01/24/15	2,000,000.00
Federal Farm Credit Bank US Agency	1.38%	07/03/14	01/26/15	1,000,000.00
Federal Home Loan Bank US Agency	1.70%	09/26/14	01/29/15	2,000,000.00
Net Premium/Discount Amortization				29,579.00
Utah State Treasurer Public Treasurers' Investment Fund	0.50%	Various	Various	18,000,000.00
Zions First National Bank Sweep Account	0.20%	Various	Various	<u>33,745,362.95</u>
Total Sales				63,277,941.95
Investments - January 31, 2015				<u>122,648,292.53</u>

SLCC Board of Trustees
Strategic Planning Retreat
January 28, 2015
Alta Club – 9:00 a.m. to 3:00 p.m.

Tab B

Agenda Items	Action
<p>WELCOME President Denece Huftalin welcomed the trustees and excused Pat Richards (out of town) and Ashok Joshi (ill). The purpose of the planning retreat is to share information that will help them understand the College, review the current reality and discuss where we want to go in the future.</p>	
<p>BOARD ASSESSMENT In most areas, Trustees are comfortable about the way the Board is operating, but there were a few areas that scored less than a 5. III. Policy Direction—all three statements are below 5 with two 4.37. A greater understanding of public policy might help leverage the Board in better ways as they work with legislators. Presentations about the College have been helpful as well as visiting the different sites. The College has 10 sites across the valley (including online) and serves 60,000 students annually, credit and noncredit. VI. Monitor Institutional Performance—some were not sure what the statement meant; the Board doesn't really measure institutional performance. VII. Board Behavior—there are protocols for dealing with citizens and media, but Trustees wanted clarification on dealing with College staff. People at the College should go through the President's Office to reach out to Trustees unless there are strong relationships in place, such as Karen Gunn's area with the Sandy Chamber. Trustees should not be involved in hiring at the College; if there is a question, individuals should be referred to the President's Office. Concerns and recommendations identified in the assessment will feed into the meetings for discussions over the next year. The evaluation will be done annually and revised to make it more applicable to our situation. Trustees were asked to share ideas of ways meetings might be more productive.</p>	<p>Change meeting agenda item from "Requests for Information" to "Information Sharing and Input"</p> <p>Create an information sheet for Trustees with significant facts about the College.</p> <p>Barbara Grover: Prepare draft information sheet for March Board meeting.</p>
<p>BYLAWS There was concern over a statement in Article V.1. that Trustees must be residents of the State of Utah. The idea is right that Trustees should represent the state but flexibility is also needed. The rest of the Bylaws are appropriate.</p> <p>ELECTRONIC BOARD BOOKS Trustees are agreeable to moving to the use of electronic board books rather than printed agendas in binders for security reasons, accessibility, and saving paper.</p> <p>ACCT INVOLVEMENT ACCT provides resources and consulting to trustees. Trustee Ensign is interested in reviewing conference agendas and possibly attending; the College would pay the expenses. Best practices from ACCT could be shared at Board meetings.</p>	<p>Create draft language for the Board to review.</p> <p>Investigate options for electronic board books for August implementation.</p>

<p>REIMAGINING LEADERSHIP / PRESIDENT'S GOALS President Huftalin shared a video of different styles conductor's use to lead an orchestra as examples of leadership styles. She wants to create partnerships rather than commanding, where people feel creative and have a stake in moving the college forward but still enough control to avoid chaos. Collaboration includes being active in community outreach while maintaining balance with the internal focus. The President shared a Venn diagram of intersecting circles of dreamers, workers, and those having fun. Her goals is the intersection of all three—where employees can dream and have fun while accomplishing what needs to be done.</p>	
<p>Break, 10:30 – 10:40</p>	
<p>REVIEW OF BOOK, <i>What Excellent Community Colleges Do</i> The College will use this book over the next year as we do strategic planning around the four metrics used by the best community colleges: completion, equity, learning, and labor market. The book rates colleges on the Aspen model and performance in three areas: 1) retention, completion, and transfer; 2) improvement in performance over time; and 3) equity. SLCC has one of highest percentages of students that are part-time, 75%, largely because so many are married and working to support families.</p> <p>Compared to the average of the Aspen top 13 for first-time, full-time students, SLCC has lower first-year retention, three-year graduation/transfer, and minority three-year graduation/transfer rates. Our first year retention from fall to fall stays around 50%. The majority are first generation and average credit load is 8-9 credits per semester. The majority of non-returning students are satisfied with the College, have a 3.2 GPA, and intend to return.</p> <p>Enrollments are affected by the economy—as it improves, students leave to work. SLCC is a pilot institution with the Voluntary Framework of Accountability, which takes into account the part-time nature of community colleges. The VFA average for completion in 6 years is 20%; SLCC is 23%. By adding stackable credentials, our certificate metric increased by 70%.</p> <p>The degree conversion rate has dropped slightly: 53.2 in 2009, 51.8 in 2013. Most of our transfers go to the U and our students have a higher degree completion rate than those from other institutions; over half complete in 3 years. The top reason students leave is financial; most students receive financial aid but our scholarship endowment is low. With limited resources, we need to incentivize what will be most helpful for students to complete.</p> <p>The minority participation ratio (comparison of ratio of minority students to college age minority in the community) is improving: 0.64 in 2009, 0.84 in 2014. Hispanics are underrepresented (15.0% to 19.9%) but the ratio is improving (from 8.7% in 2009 to 15.0% in 2014). As we increase diversity in participation, we need to address an achievement gap. Only 11% of awards are earned by Hispanic students.</p>	<p>Find out how the award rate for Hispanics compares to the award rate overall.</p>
<p>The completion metric could affect funding if the legislature moves towards performance funding. Open enrollment is mandated for a community college and our focus should be how we help our students complete. We want a cultural shift to help faculty use data to assess the quality of the student experience.</p>	

The book emphasized the relationship between faculty and students. Faculty are understanding more the importance of paying attention to learning outcomes and connecting with students, but teachers don't all understand how to do that so we need an engaging professional development discussion for all faculty, including adjuncts. ACA restricts the hours per month adjunct can spend before we have to provide benefits but we are identifying ways to provide professional development for adjuncts in an appropriate way. Student analytics will allow faculty to get more information about their students and their needs.

Labor market. Over 50% of our graduates are employed at 200% of the poverty level six quarters after graduation (which is the wage target).

Lunch Break

IDENTIFYING GAPS

STUDENT SUCCESS PATHWAY

The success pathway includes: outreach/connection/access; enrollment/entry on the right path; progress along the path; and completion of their goal. The College's efforts to improve student success include the following.

Working with high schools. Principals are given reports of their students showing course-taking patterns, ethnicity, and how their students have performed at SLCC. This helps high schools understand the need for students to prepare in a better way. Common core is to help students get the same education wherever they live in the country but it could be a painful transition as the first group enters college.

Developmental education. National models might help create better delivery methods to help dev ed students move through the courses more quickly.

Gateway courses. We are opening more sections to prevent bottlenecks and reduce waiting lists in math, English and biology.

New prior learning assessment policy. This allows testing to give credit for training and work experience so students can move forward more quickly.

Partnerships. We are trying to be more intentional about student pipelines. Our articulation with sister institutions isn't marketed well. Access U would allow students deferred by the U to come to SLCC for two years and then finish at the U at the SLCC tuition level. PACE started four years ago and the first class, about 15 students from West, will come to SLCC this fall and will be part of the Access U program. There are 128 students in PACE at West, Highland, and East and this could be expanded if we had more business and industry partners. We have baccalaureate options on our campuses with UVU and USU and can negotiate for baccalaureates in high demand programs.

Scholarships. Scholarships could be an incentive to help students along the pipeline rather than awarded across the board. The Access U program could be a way for businesses to provide scholarships to students at less than the regular cost.

EXTERNAL CONTEXT MAPPING.

Current Reality. The pathway is affected by external factors and the discussion identified what is happening in those areas, what we would like to have happen, and how Trustees can help the College reach its goals.

K-12. College readiness. The perception of education as a value. Lack of career advising. Articulation/alignment issues between public and higher ed. Marketing of colleges. Economic value of college/student loan debt. Parental involvement.

Legislature. Lack of understanding of community colleges and the value of education. Tight fisted. Lack an education champion. Grapple with growth.

Funding (from alternative sources). Competitive with grants. Student loan debt concern. Scholarship innovation (Chair Miller suggested an advance scholarship—use it, repay it, use it by someone else). SLCC is underfunded for scholarships. Tax incentives. Potential of alumni as a funding source.

USHE. Constant differentiation of role and mission of community college compared to other institutions. Better image with Regents. Credibility improving with other presidents. Structure unique to Utah.

Community partners (like non-profits, ethnic, faith-based, chambers). Financially supportive. Advocacy to potential students. High volunteerism. No local tax to support institutions.

Utah Economy. Strong economy. Enrollment volatility tied to economy. High workforce needs and economic development goals. Marketing our role in the economy. Responsiveness to needs in economy. Focus on technology affects our ability to hire and retain IT people. Pressure on HR policies for wages at market value.

Employers. High support from business and industry on importance and value of education. Concern over marketplace training. Leveraging in the right way. Internships/training. Know more about placement. (Trustee Lang suggested identifying the top employer of our students in specific groups and go after those employers and alumni in those fields.)

Public image. Undervaluing of a two-year degree. Need to market our image. Not leveraging high profile companies in telling our story—to the public and legislature. PR campaign to tell our story, perception of best value rather than “last choice”. (Trustee Ensign suggested showing picture of our facilities and asking “Where is this?” to showcase our facilities.) From the social aspect, is there a student experience? Add an honors track to enhance our image among students; it could feed into the U’s honors program.

GOALS

Access. Stay open access, as affordable as possible, mirror demographics. Better prepared high school students.

Excellence in Learning. Translate what we are finding out and help faculty implement. Emphasize excellence in learning in addition to affordability. Professional development for faculty. Increased success. Structured pathways—help students to know from the beginning what they need to do to complete. Identify and track resource momentum points. Increase learning outcome impacts.

Workforce. Want more employers to say we are the number one provider. Increase workforce responsiveness. Increase certificate production/STIT. Increased competencies (rather than credits), stackable credentials.

Transfer. Increase completion and transfer rates. Pipeline incentives for students to transfer and complete baccalaureate.

BOARD ROLE IN REACHING OUR VISION

What can you do as a trustee to help navigate or influence external forces in your spheres of influence? What can the College do to meet goals?

- Talk about SLCC in equal terms with other institutions.
- Help with conversations with employers.
- Focus on our uniqueness: high proportion of part-time students and adjunct faculty, people who work in their field every day and can teach that to students.
- Use information on students by zip code when talking to legislators, mayors, etc.
- Help solve roadblocks.
- Help the College know what the industry training needs are.
- Share message with legislature that completion (66% by 2020) requires intrusive support and that requires funding.
- Preparing the minority population for college must include the parents.
- Increasing open access while achieving outcome goals will require a high ratio of advisors, like in TRIO, but that is expensive.
- Embed successful points from the student success course into gateway courses that all students take.
- Online enrollment is growing but students don't take all online courses. The hybrid approach is the most successful model. WGU has a good competency-based model that might help us expand our online model.

Trustees were given an index card and asked to write one or two things they could do to move the college forward.

Trustees were asked to share potential board members with President Huftalin

The meeting adjourned at 3:00 p.m.

February 11, 2015

Taylorsville Redwood Campus
Academic & Administration Bldg, 428

8:00 a.m.

Attendance: Trustees— Vice Chair Stan Parrish, Clint Ensign, Ashok Joshi, Pat Richards, Annie Schwemmer, Richard Tranter; President Denece Huftalin, Secretary Janice Schmidt

Excused: Sanch Datta, David Lang, Chair Gail Miller, Carlos Moreno

Guests: Provost Clifton Sanders (interim); Vice Presidents Barbara Grover, Dennis Klaus, Alison McFarlane; SLCC representatives Randall Adams (IT), Kent Frogley, Joe Gallegos, Roderic Land, Lois Oestreich, Nancy Michalko, Joy Tlou; Assistant AG Morris Haggerty; Regent Joyce P. Valdez.

Media Representatives: None

	Agenda	Discussion Summary / Action	Person Responsible
I.	Board Business A. Announcement of Honorary Doctorate Recipients	Vice Chair Parrish called the meeting to order at 8:12 a.m. and welcomed Regent Valdez. He excused Chair Miller who is traveling. Honorary doctorate recipients for 2015 will be Amy Rees Anderson (Rees Capital), a leader in the community, and Jeff Nelson (Nelson Labs), a leader in the business community.	Vice Chair Stan Parrish
	B. Trustee Audit Committee Report 1. Information: Pat Richards' Appointment	Trustee Ensign referred to the 2014 Annual Financial Report and said the state audit team commended the College for a very clean audit. He expressed appreciation to Doug Hansen and his team. The College balance sheet grew by \$55 million (new buildings); a charge of \$15 million for unfunded state retirement will be reported on the books. Trustee Richards was recognized for her appointment to the Federal Reserve Board, a very significant position in terms of the financial running of our country.	
	C. Action: Board of Trustees Bylaws Revision	After brief discussion, Trustee Joshi moved to strike the sentence "Trustees must be residents of the state of Utah" from V.1. of the bylaws. Trustee Ensign seconded the motion; a vote was taken and the motion passed unanimously.	
II.	Consent Calendar	Trustee Tranter moved, seconded by Trustee Joshi, to approve the minutes of the previous meeting and all other items on the Consent Calendar. A vote was taken and the motion carried unanimously.	Vice Chair Stan Parrish
III.	President's Report A. President Huftalin	President Huftalin, Chair Gail Miller and Regent Jesselie Anderson attended the inauguration of former SLCC President Cynthia Bioteau as president of Florida State College Jacksonville. President Bioteau deeply appreciates the support from SLCC and sent greetings to all.	President Denece Huftalin

	<p>1. Information: Meeting Format</p>	<p>The Board would like to be more familiar with the workings of the College and its programs. This might be done through: reports on the culture and program focus at various sites; reports from key faculty members on their programs; weaving teaching elements and disciplines into the meetings; having students share what they like about SLCC and particular courses; posing a challenge to the Board in advance and then discussing how to address it. New trustees could tour the various sites.</p>	
	<p>B. Institutional Effectiveness—VP Barbara Grover</p> <p>1. Information: Accreditation Update</p> <p>2. Information: Spring Enrollment Report</p>	<p>The official response from Northwest contained several commendations, including to the Board of Trustees for their knowledge of and commitment to the College, and two recommendations: 1) establish verifiable indicators of achievement for the core themes objectives and 2) implement a comprehensive evaluation of all services and programs. We are in compliance with both but there is room to improve. It is hard to measure the outcome of involvement in the community. President Huftalin said the College did not do as well 10 years ago but we have worked hard to improve and we are now a national model.</p> <p>The enrollment dashboard shows declining enrollments the last five years. Concurrent enrollment is down but the numbers don't reflect applications still coming in. The percentage of full-time students has gone down as well as the average credit load. The headcount hasn't decreased as much as FTE. Non-credit, online, and Hispanic enrollments have all increased. Our decreases are greater than other institutions in the state but in line with national community college trends.</p>	
	<p>C. Instruction Report—Interim Provost Clifton Sanders</p> <p>1. Action: Program Proposals</p>	<p>Provost Sanders reviewed the new program and name change proposals.</p> <p><u>Pre-Engineering.</u> The three associate degrees are fully articulated with the U. This is a course packaging option and will require no new faculty or classes. Trustee Richards moved to approve the Associate of Pre-Engineering pre-majors in geological engineering, metallurgical engineering and mining engineering. Trustee Schwemmer seconded the motion; a vote was taken and the motion passed unanimously.</p> <p><u>Commercial Food Certificate.</u> This is a non-credit, competency-based entry level stackable credential that could feed into the credit hospitality industry program. Trustee Tranter moved, seconded by Trustee Ensign, to</p>	

		<p>approve the Certificate of Completion Commercial Food Certificate. A vote was taken and the motion carried unanimously.</p> <p><u>Diesel Service.</u> The two programs both have upgraded standards and have been repackaged into stackable, competency-based programs.</p> <p>Trustee Richards moved to approve the Certificates of Completion in diesel service technician & driver and diesel service technician. Trustee Ensign seconded the motion. A vote was taken and the motion passed unanimously.</p> <p><u>Accounting and Paralegal.</u> <i>Intermediate Accounting</i> is a more accurate name for the accounting cluster in the modularized business associates degree (previously named advanced). The paralegal program is part of pre-professional studies. Some students want to pursue legal careers beyond paralegal and the change to <i>Legal Studies</i> would allow a cluster of courses that would transfer more easily into legal and related professions. Trustee Joshi moved, seconded by Trustee Schwemmer, to approve the name changes to <i>Intermediate Accounting</i> and <i>Legal Studies</i>. A vote was taken and the motion carried unanimously.</p>	
	<p>D. Student Services Report—VP Nancy Singer</p> <p>1. Information: ADA Policy, First Reading</p>	<p>President Huftalin excused VP Singer. The College has had ADA procedures but not a policy statement. She asked the Trustees to review the new ADA policy and be prepared for action at the March meeting.</p>	
	<p>E. Institutional Advancement Report—VP Alison McFarlane</p> <p>1. Moment of Mission, Sundance Wrap Up</p>	<p>Our first year as a venue for the Sundance Film Festival was very successful. Over two weekends, 19 films were screened at the Grand Theatre and 17,000 people were on the South City campus. The College had 570 tickets and they were given to faculty, staff and students.</p>	
	F. Government and Community Relations Report—Scott Brown	In the agenda. VP Tim Sheehan has returned to the College.	
	G. Campus-Based & Constituents Reports (in the agenda)	Reports in the agenda.	
IV.	Information Sharing and Input	This part of the agenda will be used to share ideas and information and discuss challenges.	
V.	Calendar of Upcoming Events	Today is the deadline to RSVP for Giant in Our City.	
VI.	Adjournment	Trustee Ensign moved, seconded by Trustee Parrish, to adjourn the meeting at 9:10 a.m.	

Tab C

**SALT LAKE COMMUNITY COLLEGE
PERSONNEL REPORT
February 1 - 28, 2015
PERSONNEL ADDITIONS/CHANGES**

Name	Title	Department	Date
ADMINISTRATION			
Shellie Jo Enscoe	Director, Diversity & Multicultural Affairs	Multicultural Affairs	February 1, 2015
FACULTY			
--None			
STAFF--EXEMPT			
Travis Brian	Instructional Designer 2, Continuing Education	Continuing Education	February 1, 2015
Marie Home	Instructional Designer 1, eLearning Support	eLearning Support	February 1, 2015
Mark R. Lefler	Manager 2, Continuing Professional Education	Continuing Education	February 1, 2015
Jennifer Davis	Advisor 1, Recruitment	Prospective Students	February 1, 2015
Deborah Turner	Grant Officer 1, Compliance	Grants & Contracts	February 1, 2015
David Troester	Coordinator 2, Web Writer/SEO	Institutional Marketing	February 1, 2015
Melba Taylor	Administrative Assistant III, Office of the Vice President of Business Services	Business Services	February 1, 2015
STAFF--NON-EXEMPT			
Wendy Ware	Administrative Assistant II, Development Office	Development Office	February 1, 2015
Patricia Turville	Accounting Technician 2, Loans & Receivables	Student Loans Miscellaneous	February 1, 2015
Ryan Weierman	Infrastructure Specialist II	Information Technology	February 1, 2015
Amber Giles	Specialist 3, Graphic Design	Institutional Marketing	February 1, 2015
Jason Jones	Secretary III, Facilities Custodial	Facilities Custodial	February 4, 2015
Sharifa Asadullah	Specialist 2, Faculty Services & Study Abroad	FTLC	February 17, 2015

**Vice President of Government and Community Relations
Office of Sponsored Projects: Government Funding Report
Board of Trustees Meeting**

Tab D

Tab		NEW FUNDING ACTION						
Funding Agency: Project Name	Date Submitted	Amount Requested	Receipt of Award	Status	Amount Funded	Period of Performance	Program Administration	
National Science Foundation: S-STEM Scholars Program	8/12/2014	\$604,710	2/12/2015	Awarded	\$604,710	7/1/2015-6/30/2019	College of Science, Math and Engineering	
ON-GOING FUNDING ACTIVITY								
Funding Agency: Project Name	Date Submitted	Amount Requested	Receipt of Award	Status	Amount Funded	Period of Performance	Program Administration	
National Endowment for the Humanities: Summer Institute	2/24/2015	\$185,404		Under Consideration		10/1/15-12/31/16	College of Humanities and Social Sciences	
University of Utah sub-contract: Rocky Mountain Space Grant Consortium (NASA)	2/23/2015	\$22,200		Under Consideration		2015-2018	School of Science, Math and Engineering	
Utah Arts and Museums: Sustainability, Grand Theatre	2/17/2015	\$10,000		Under Consideration		7/1/15-6/30/16	Grand Theatre	
Department of Education: TRIO Student Support Services, Regular	2/2/2015	\$1,100,000		Under Consideration		9/1/15-8/31/20	Student Services	
Department of Education: TRIO Student Support Services, STEM	2/2/2015	\$1,836,577		Under Consideration		9/1/15-8/31/21	Student Services	
Utah: Water Quality (National Science Foundation)	10/9/2014	\$10,000		Under Consideration		1/1/15-12/31/2015	School of Science, Math and Engineering	
National Science Foundation: NANO Tech	10/9/2014	\$864,858		Under Consideration		8/1/2015-7/31/2019	School of Science, Math and Engineering	
National Science Foundation: Nanotechnology Remote Access	10/9/2014	\$40,000		Under Consideration		8/1/2015-7/31/2019	School of Science, Math and Engineering	
National Institutes of Health, Bridges to Baccalaureate: Bridge to Success	9/25/2014	\$1,556,781		Under Consideration		8/1/2014-7/31/2020	School of Science, Math and Engineering	
Small Business Administration: SBDC Cooperative Agreement	8/21/2014	\$939,681		Under Consideration		1/1/2015-12/31/2015	SBDC	
Zoo, Art, & Parks (ZAP): Grand Theatre Support	5/15/2014	\$63,000		Under Consideration		7/1/2015-6/30/2016	Grand Theatre	
State of Utah: Clean Vehicles	10/3/2014	\$34,000	1/14/2015	Awarded	\$14,830	1/1/2015-12/31/2015	Facilities	
Utah: WaterGirls (National Science Foundation)	10/9/2014	\$5,047	1/9/2015	Awarded	\$5,047	1/1/15-12/31/2015	School of Science, Math and Engineering	
Department of Education, Experimental Sites Initiative: A new delivery model for financial aid and advising for competency-based programs	9/30/2014	Financial Aid Waiver	1/8/2015	Awarded		2015-2019	School of Applied Technology and Prof. Deve.	
Department of Education: Strengthening Institutions Designation	12/19/2014	Eligible for Title III Funds	12/23/2014	Awarded		2015	College-wide	
Mountain West Digital Library	11/16/2014	\$750	12/17/2014	Awarded	\$1,500	1/1/15-12/31/15	Markosian Library	
Utah Arts and Museums: DiverseCity	10/31/2014	\$2,000	12/17/2014	Awarded	\$2,000	1/1/15-12/31/2015	Community Writing Center	
Department of Labor, TAACCCT Program: Utah Adult Competency-Based Education Design	7/3/2014	\$2,500,000	9/29/2014	Awarded	\$2,500,000	10/1/2014-9/30/2018	School of Applied Technology and Prof. Deve.	
DWS, Temporary Assistance for Needy Families: Basic Technology Skills (Department of Labor)	7/30/2014	\$493,653	9/18/2014	Awarded	\$493,653	11/1/2014-10/31/2017	Continuing Education	

ON-GOING FUNDING ACTIVITY							
Utah Arts and Museums: Sustainability, Grand Theatre	6/27/2014	\$8,000	8/22/2014	Awarded	\$8,000	7/1/2014-6/30/2015	Grand Theatre
University of Utah sub-contract: Partnerships in Utah with Community Colleges and Technical Schools (NASA)	5/28/2014	\$292,628	8/13/2014	Awarded	\$292,628	1/1/2015-12/31/2016	School of Science, Math and Engineering
DWS, Utah Cluster Accelerator Program: Molding Skills Workers Project	6/30/2014	\$175,000	8/1/2014	Awarded	\$175,000	8/1/2014-6/30/2015	Miller Business Center
USHE: CTE Completion Initiative	5/30/2014	\$40,000	7/16/2014	Awarded	\$28,000	8/1/2014-12/31/2015	School of Technical Specialties
Utah State University sub-contract: Employment Pathways for SLC Refugees (Department of Workforce Services)	12/01/13	\$7,260	03/15/14	Awarded	\$7,260	4/1/2014-8/30/2015	School of Technical Specialties
Zoo, Art, & Parks (ZAP): Grand Theatre Support	05/17/13	\$62,894	2/26/2014	Awarded	\$62,894	7/1/2014-6/30/2015	Grand Theatre
Small Business Administration: SBDC Cooperative Agreement	8/22/2013	\$939,940	1/31/2014	Awarded	\$939,940	1/1/2014-12/31/2014	SBDC
National Area Health Education Centers: Veterans Health		\$86,251	09/01/14	Awarded	\$86,251	9/1/2014-8/31/2015	Crossroads AHEC
USHE: Bridge Transition Program	11/01/13	\$75,000	02/02/14	Awarded	\$75,000	1/2/2014-4/1/2015	Student Services
National Science Foundation: Training Teachers for the "Flipped" Hybrid Classroom	5/31/2012	\$50,000	9/11/2013	Awarded	\$50,000	10/1/2013-9/30/2016	School of Science, Math and Engineering
Department of Education: Carl Perkins Grant			8/20/2014	Awarded	\$1,192,823	7/1/2014 - 6/30/2015	Career and Technical Education
Utah State Office of Education: Carl Perkins Formula Reserve			8/8/2014	Awarded	\$15,000	7/1/2014-6/30/2015	Career and Technical Education
University of Utah sub-contract: Rocky Mountain Space Grant Consortium (NASA)	4/1/2014	\$10,100	3/21/2014	Awarded	\$10,100	5/6/2014-5/5/2015	School of Science, Math, and Engineering
Forstyth Technical Community College sub-contract: Consortium for Bioscience Credentials (Department of Labor, TAACCCT program)	5/24/2012	\$825,000	9/24/2012	Awarded	\$825,000	10/1/2012-9/30/2016	School of Science, Math and Engineering
Department of Energy: Rocky Mountain Solar Instructor Training Program	7/1/2012	\$1,300,000	9/1/2012	Awarded	\$1,300,000	9/1/12- 6/30/15	Continuing Education
Utah Valley University sub-contract: GEAR UP (Department of Education)		\$243,293	9/4/2014	Awarded	\$243,293	9/26/2014-9/25/2015	Student Services
Department of Labor, TAACCCT Program: Utah Workforce Education and Retraining for Knowledge and Skills (Utah WERKS)	4/20/2011	\$2,701,202	9/30/2011	Awarded	\$2,701,202	10/1/2011-9/30/2015	SLCC-Lead Institution
Collins College sub-contract: National Information Security and Geospatial Consortium (Department of Labor, TAACCCT program)	4/21/2011	\$1,026,328	9/30/2011	Awarded	\$1,026,328	10/1/2011-9/30/2015	School of Science, Math and Engineering
National Science Foundation: Enhancing Recruitment & Retention in Utah's Biotechnology Pipeline	9/16/2009	\$1,999,446	8/2/2011	Awarded	\$1,999,446	9/1/2009-8/31/2015	School of Science, Math and Engineering
Department of Education: TRIO Talent Search	12/20/2010	\$230,000	7/1/2014	Awarded	\$230,000	9/1/2014-8/31/2015	Student Services
Department of Education: TRIO Student Support Services	12/20/2010	\$319,006	7/1/2014	Awarded	\$319,006	9/1/2014-8/31/2015	Student Services
National Science Foundation, Advanced Technological Education: Biomanufacturing Enterprise for Innovative Student Training & Entrepreneurship	10/14/2009	\$909,443	7/16/2010	Awarded	\$909,443	7/15/2010-6/30/2015	School of Science, Math and Engineering

Total funding requests under consideration:

\$6,628,501

Total funding for active awards:

\$16,118,354

Provost of Academic Affairs – March 2015School of Science, Math, & Engineering Receives \$600K National Science Foundation Grant

Salt Lake Community College was recently awarded a \$604,000 grant from the National Science Foundation's Scholarships in Science, Technology, Engineering, and Mathematics (STEM) program. The Foundation's program supports scholarships for academically talented students demonstrating a financial need, enabling them to enter the workforce following completion of an associate or bachelor's degree in a STEM discipline. Institutions throughout the U.S. annually vie for grants from this highly competitive program. The scholarship recipients will be selected from a pool of students that meet the following eligibility criteria:

1. students must be low-income as defined by federal financial aid rules
2. students must be from a disadvantaged population which includes first-generation college OR ethnic minority students
3. it is well recognized that women are frequently underrepresented in the sciences; for this reason, the scholarship selection committee will give special consideration to outstanding female students

The scholarship program is timely since economic growth in Utah has created an immediate need for STEM graduates in the workforce. Both the private sector and state government are strongly articulating the need to rapidly increase graduation rates in STEM areas to fill the needs of local employers. The scholarship program will serve two distinct groups of students. The first group will be those that are matriculating as first-time college students. In addition to tuition support, these students will also receive a stipend to reduce the need to work. These students will participate in a full range of services provided through the TRiO programs which include individual counseling, workshops, and opportunities to build social connections. The second group of students will be drawn from a pool of students referred to as "near-completers". Near-completers are students that are in good academic standing and are within 20 credit hours of completing a STEM degree but have stalled in their progress. These students will be identified on an annual basis in collaboration with the Registrar's Office and contacted to offer support in finishing their STEM degree. By drawing from these two pools of students, the outcome is expected to be a doubling of the number of graduates in SLCC's STEM programs over the course of the five-year project.

School of Humanities and Social Sciences

The School of Humanities and Social Sciences are actively involved with internships for students:

- The Social Work department provides a 300 hours for their students.
- The Family & Human Studies program requires students who are awarded a two-year degree to complete close to 300 supervised lab hours prior to graduation.
- The Archival Internship is growing rapidly and changes are being made to accommodate more students. This internship places students in the Utah Archives where they gain introductory knowledge of the function and fundamentals of archives through observation and hands-on experience. Additionally, through intensive one on one mentoring by SLCC history professors, students produce original research, some of which has been published in history journals and become the basis for graduate projects down the road.
- The Archaeology internship is in the process of being refined. It places students with the U.S. Forest Service and produces a high quality field journal.
- Legislative internships are offered for political science students.
- The English Department provides internships with the Folio magazine and writing tutors.

BOARD OF TRUSTEES REPORT
Reporting: Vice President of Student Services
March 2015

Tab F

Assistant Vice President for Student Enrollment Services

Student Services South Region

To kick off the Spring Semester, Student Services departments at the Jordan Campus participated in a Club Rush and Resource Fair. Students were informed about the many services available on campus. The event was held in the Health Sciences Building and it was surprising how many students were not aware of services available in other buildings on campus. This will be the focus of our next staff meeting where we will brainstorm ways to be more visible and accessible to students.

The Student Services Director for the South Region is currently working on a College task force to provide data and recommendations regarding future growth at the Jordan and Herriman campuses.

Assistant Vice President for Student Life & Leadership & Dean of Students

Student Life & Leadership

Clubs and Organizations hosted their Spring Semester Club Rush and Resource Fair. The Clubs and Organizations Board collaborated with various departments to get as much helpful information out to the students.

Campus	Date	Clubs in Attendance	Resource tables	Students in attendance
Taylorsville	January 27, 2015	24	17	300
Jordan	January 28, 2015	7	10	100
South City Campus	January 29, 2015	12	13	150

Assistant Vice President for Student Planning & Support

First Year Experience/Academic & Career Advising

The first three weeks of a new semester are a critical time for student success. Following are activities that were geared toward first year students:

- FYE hosted the Spring Bridge to Success program assisting a targeted group of 20 first year students in exploring SLCC resources, and academic expectations.
- FYE advisors and orientation leaders hosted "QuickStop Advising" sessions.
- FYE, in collaboration with Student Life and Leadership, co-sponsored the January Learning Resources and Club Rush.
- ACA's Hispanic student peer mentoring program, Una Mano Amiga, presented the following workshops: Educate Yourself, How to Get Health Insurance, Navigating Canvas, MyPage Navigation and Academic Calendar and Immigration Issues.
- ACA sponsored a Multicultural Student Social geared towards introducing first semester students to their multicultural advisor and familiarizing them with available services.

ACA programming took place amidst a marked increase in students served during the spring rush period, in which advisors interacted with 17,330 students via face-to-face appointments, phone calls, emails and online chats. This was a 12% increase from the same period a year prior.

ADA ACCESS & REASONABLE ACCOMMODATIONS

CHAPTER #1

POLICY #9.01

Trustee Approval:
Page 1 of 4

I. POLICY

Salt Lake Community College complies with Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990 (ADA) as amended, and other applicable federal and state regulations that prohibit discrimination on the basis of disability. Salt Lake Community College Policy is: no qualified person shall, solely by reason of disability, be denied access to, participation in or the benefits of any program or activity operated by the College. Each qualified person shall receive reasonable accommodation to ensure equal access to employment, educational opportunities, programs, activities, and services.

This policy shall in no way be interpreted to impose obligations beyond those required by Section 504 of the Rehabilitation Act of 1973 and The Americans with Disabilities Act of 1990, as amended, or any other applicable Federal or State regulations.

ADA ACCESS & REASONABLE ACCOMMODATIONS

CHAPTER #1

Cabinet Approval: 01/20/2015

PROCEDURES FOR POLICY #9.01

Page 2 of 4

I. REFERENCES

- A. Salt Lake Community College Policy, Chapter 2, Section 2.05 Affirmative Action/Equal Opportunity
- B. Salt Lake Community College Policy, Chapter 2, Section 3.15, Employment Discrimination
- C. Salt Lake Community College Policy, Chapter 2, Section 3.16, Ethical Conduct
- D. Salt Lake Community College Policy, Chapter 3, Section 2.01, Student Code of Conduct
- E. Salt Lake Community College Policy, Chapter 4, Section 1.03, Faculty Prerogatives in Maintaining a Safe, Supportive, and Effective Learning Environment
- F. Americans with Disabilities Act of 1990, as amended
- G. Section 504, The Rehabilitation Act of 1973
- H. Office for Civil Rights <http://www2.ed.gov/about/offices/list/ocr/index.html>
- I. U.S. Equal Employment Opportunity Commission <http://www.eeoc.gov/>

II. DEFINITIONS

- A. Accessible: Means that individuals with disabilities are able to independently acquire the same information, engage in the same interactions, and enjoy the same services within the same timeframe as individuals without disabilities, with substantially equivalent ease of use.
- B. Disability Complaint: A discrimination claim based on disability.
- C. Disability: A physical or mental impairment that substantially limits one or more major life activities.
- D. Qualified Person: A person who satisfies the requisite skill, experience, education, and other related requirements for participating in or benefitting from any program or activity the College operates and who, with or without reasonable accommodations, can perform the essential functions of such activity.

ADA ACCESS & REASONABLE ACCOMMODATIONS

CHAPTER #1

Cabinet Approval: 01/20/2015

PROCEDURES FOR POLICY #9.01

Page 3 of 4

- E. Reasonable Accommodation: Changes or adjustments to the College's practices or environments to afford qualified individuals with disabilities an equal opportunity to participate in and benefit from services provided by the College. Reasonable accommodations shall be authorized in writing by the Human Resources Department or Disability Resource Center.

III. PROCEDURES

A. Providing ADA Compliance

Each Executive Cabinet Member is responsible to implement authorized reasonable accommodations and ensure that products purchased, services, programs, web presence, promotional materials, email communications, events and operations within their respective areas of responsibility meet accessibility requirements. Cabinet members are also responsible to ensure that the ADA statement is included on all promotional materials and that all employees receive appropriate ADA training. Specific responsibilities include:

- a. The following ADA statement should be included on all promotional materials: "Individuals who require ADA accommodations for this event should contact _____ (Event Organizer Name, Phone, Email) or the College ADA Coordinator, (Name, Phone, Email) 5 business days before the scheduled date of the event."
- b. The Vice President of Business Services is responsible for:
 - i. Maintaining procedures for employees to receive authorized reasonable accommodations as outlined in Human Resources guidelines.
 - ii. Including ADA guidance in procurement guidelines.
 - iii. Evaluating technology resources (hardware, software, systems, telecommunication products, etc.) for accessibility.
 - iv. Evaluating existing facilities and ensuring that new facilities are accessible.
- c. The Vice President of Student Services is responsible for:
 - i. Maintaining procedures and ensuring that students receive authorized reasonable accommodations as outlined in the Student Code of Conduct and Disability Resource Center guidelines.
- d. The Provost of Academic Affairs is responsible for:
 - i. Ensuring that faculty implement authorized reasonable accommodations as outlined in the Faculty Handbook.

ADA ACCESS & REASONABLE ACCOMMODATIONS

CHAPTER #1

Cabinet Approval: 01/20/2015

PROCEDURES FOR POLICY #9.01

Page 4 of 4

- ii. Ensuring that course materials are evaluated for accessibility.
- iii. Evaluating library resources for accessibility.
- e. The Vice President of Institutional Advancement is responsible for:
 - i. Ensuring the accessibility of the College's external web presence and marketing materials.

B. Requesting Accommodations

Salt Lake Community College is committed to providing reasonable accommodations, in compliance with the Americans with Disabilities Act of 1990, as amended (ADA) and Section 504 of the Rehabilitation Act of 1973.

1. Employees/Potential Employees: Procedures for requesting accommodations are found on the Human Resources website.
2. Students/Prospective Students: Procedures for requesting accommodations are found on the Disability Resource Center (DRC) website.
3. Community Members/Visitors: Procedures for requesting accommodations are found on event promotional material and the Risk Management website.

C. Disability Complaints

Any person who wishes to assert a disability complaint should file a complaint with Risk Management as soon as possible after exhausting other administrative remedies, if available.

Request for Trustee Approval—Second Tier Tuition and Student Fees

March 2015

Regent policy, *R220, Delegation of Responsibilities to the President and Board of Trustees*, requires that the Board of Trustees reviews and approves tuition and general student fee adjustment recommendations, prior to being submitted to the Board of Regents for final consideration. The Board of Regents will meet on March 27, 2015 at Dixie State University to take final action on all tuition and fee increases for 2015-16.

FY 2016 Proposed Tuition Increase

The College hosted its Annual Tuition Review meeting with students on February 25, 2015. At this meeting students were advised of the proposed tuition increase ranges for both first-tier and second-tier tuition. Currently it is anticipated that the State Board of Regents' proposed 2015-16 first-tier tuition increase might range from 0% to 4%. The College is proposing a 0% to 3% second-tier tuition increase depending on the outcome of the legislative session. Together, the proposed tuition increases for next year could range from 0-7% or \$0 to \$106 per semester for a full-time resident undergraduate student. Additional information will be provided at the Trustees' meeting including student feedback from the Annual Tuition Review meeting.

Trustee Action: The Trustees are asked to review and approve a second-tier tuition increase of up to 3% depending on the legislative funding outcomes for FY2015. Trustees will receive a follow up report regarding the final second-tier tuition increase percentage during its next scheduled meeting.

Proposed Student Fee Increase

Regent Policy, *R510 Tuition and Fees*, requires that all general student fees be reviewed and approved by the Board of Regents, normally in conjunction with the annual determination of tuition rates. General student fees typically include fees related to Student Life & Leadership, athletics, transportation, health and wellness programs, technology fees, and approved student union building bond fees.

As required by Regents policy, SLCC has an established a Student Fee Board whose purpose is to provide students with input into decisions regarding the determination and allocation of student fees. This year the Student Fee Board received six new proposals for the Student Fee Board's consideration. The requests received totaled \$13.25 in new student fee requests.

The Student Fee Board's final recommendation was to increase student fees a total of \$5.00 or 2.33% for students enrolled for 10 credit hours or more per semester. This increase would be achieved through the implementation of new fees and internal reallocation within existing budgets to more effectively utilize the revenues being collected as follows:

- ❖ Increase the Student Technology fee by \$2.00
- ❖ Increase the Student Activities Fee by \$1.25
- ❖ Increase the Athletics fee by \$1.00
- ❖ Increase the Child Care fee by \$1.50
- ❖ Increase the Thayne Center fee by \$0.25
- ❖ Decrease the Health and Wellness Fee by (\$1.00)

Trustee Action: The Trustees are asked to review and approve the student fee increase as outlined.

February 20, 2015

Brian Tarbet
Chief, Civil Deputy Division
Utah Attorney General's Office
350 N. State Street, #230
PO Box 142320
Salt Lake City, UT 84114-2320

David Jones
Director, Education Division
Assistant Attorney General
Utah Attorney General's Office
160 E. 300 S. 5th Floor
PO Box 140811
Salt Lake City, UT 84114

Dear Brian and David:

Salt Lake Community College is requesting approval of the Attorney General's Office to hire an in-house legal counsel to supplement the representation provided by the Attorney General's Office. The request is based upon the increasing volume of legal work at the College which now has eight separate campuses and over 25,000 students in attendance last Fall Semester. Given the size and complexity of SLCC, it is in need of additional legal assistance to provide legal advice, contract review, policy review and compliance with the numerous federal and state laws and regulations that affect colleges and universities.

Four universities and colleges in the state now have in house counsel to supplement their assigned Assistant Attorneys General, including Utah Valley University which was recently approved to hire in-house counsel. Utah Code Ann. § 53B-2-106(2)(a)(iv) provides the authority for college Presidents to appoint in-house counsel and the authority and limits on in-house counsel:

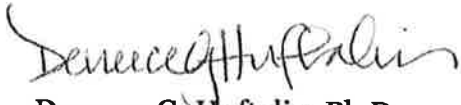
The president of each institution may "subject to the authority of, policy established by, and the approval of the board of regents, and recognizing the status of the institutions within the state system of higher education as bodies politic and corporate, appoint attorneys to provide legal advice to the institution's administration and to coordinate legal affairs within the institution. The board of regents shall coordinate activities of attorneys at the institutions of higher education. The institutions shall provide an annual report to the board of regents on the activities of appointed attorneys. These appointed attorneys may not conduct litigation, settle claims covered by the State Risk Management Fund, or issue formal legal opinions but shall, in all respects, cooperate with the Office of the Attorney General in providing legal representation to the institution...."

See also Board of Regent Rule R135, Institutional Legal Counsel in the System of Higher Education, which further outlines the procedure to and considerations of appointing an in-house attorney. SLCC would of course follow the statute and Rules, reserving to the Assistant Attorney General all litigation, claims management and formal legal opinions, and make sure that the work of in-house counsel and the Attorney General's Office is coordinated.

Salt Lake Community College has consulted with our attorney representative, Morris Haggerty, regarding this request and he is in agreement that an in-house counsel will be a valuable addition to the College, supplementing and enhancing the representation currently provided by the Attorney General's Office.

Vice President Dennis Klaus is overseeing the request for in-house counsel. He would be happy to meet with you, along with Morris Haggerty, our attorney representative, to discuss and answer any questions you might have.

Sincerely,

A handwritten signature in cursive script, reading "Denece G. Huftalin".

Denece G. Huftalin, Ph.D.
President

cc: Dennis Klaus
Morris Haggerty

SLCC Surplus Property Financial Report

3-Year Income Statement Summary

Indexes 12822, 12823 & BBSURP

Prepared 2/19/15

	FY-14	FY-13	FY-12
Indexes 12822 & 12823			
Sales Revenue	\$186,780	\$151,483	\$89,729
Operating Expenses			
Wages	118,751	20,347	3,863
Benefits	3,017	859	295
Current Expense	90,298	70,325	44,791
Capital Equipment		19,800	
Travel	3	23	13
Total Operating Expenses	212,069	111,354	48,962
Transfers Out:			
To Parking Services (Sale of 2 vehicles)	18,000		
To Recycling/Sustainability Project	26,524		
To IT Computer/Infrastructure Projects	91,400		
To Canal Foot Bridge Project			55,000
Net Income/(Loss):	(161,213)	40,129	(14,233)
Beginning Fund Balance	315,091	274,962	289,195
Ending Fund Balance	\$153,878	\$315,091	\$274,962
E&G Support (Index BBSURP)	\$22,461	\$47,438	\$78,023

E&G Index: BBSURP

Wages	\$19,653	\$43,626	\$72,317
Benefits	1,504	2,985	5,286
Current Expense	1,297	822	420
Travel	7	5	
Total Operating Expenses	\$22,461	\$47,438	\$78,023

BOARD OF TRUSTEES REPORT
Reporting: Vice President of Institutional Advancement

March, 2015

DEVELOPMENT OFFICE REPORT

- **Gifts** received January 1 through February 15, 2015: **\$104,884**
Total gifts to date for Fiscal Year 2015: **\$702,573**
- **Sponsorships** received January 1 through February 15, 2015: **\$9,312**
Total sponsorships to date for Fiscal Year 2015: **\$479,613**
- Value of **Gifts-In-Kind** received January 1 through February 15, 2015: **\$4,043**
Total value of gifts-in-kind to date for Fiscal Year 2015: **\$52,953**

INSTITUTIONAL MARKETING & COMMUNICATIONS

- **Institutional Marketing and Communications**
 - Summer Enrollment Campaign media plan implemented with adjustments to optimize messaging and media efficiencies learned from Fall and Spring campaigns.
 - Coordinating PR strategy and event activities with the University of Utah and SLCC President's announcing "Access U" enrollment program between SLCC and the U.
 - Continued work on SLCC.edu redesign
- **Public Relations:**
 - Salt Lake Community College appeared in 579 articles in the local, state and national media in January 2015, with an estimated media value of \$323,061. Featured stories include reference to the 2015 Sundance Film Festival and the Inauguration of President Huftalin.

MEDIA OPERATIONS

- Collaboration project: Media Operations and Mass Communication departments are working together to develop several TV documentaries and promotional videos featuring Center for Arts and Media programs for prospective students. The ultimate goal is to utilize technical space at CAM and mix student, staff, and faculty talent to create and support a strategic plan that serves video media needs of the College. .
- Media operations provided video production assistance for City of Taylorsville as they increase live broadcasts of City Council meetings on cable channel 17.

EVENTS

- January: Presidential Inauguration/Installation Ceremony & Luncheon– 10:00 a.m. – Lifetime Activities Center, STC Oak Room

Government and Community Relations
Board of Trustee Report
February 2015

Tab L

Federal and State Government Relations

The focus of the Government Relations team continues to be the legislative session. The Higher Education Appropriations Subcommittee has finalized its formal work, sending along its formal recommendations to the Executive Appropriations Committee for consideration. The top priority for the committee was a compensation increase, followed by funding for graduate programs, performance based funding, and then distinctive mission funding. The HEAC recommended the same funding that was requested by USHE. Final decisions regarding funding levels will be made over the next two weeks by the Executive Appropriations Committee as part of the final budget.

The system of higher education hosted a luncheon on Friday, February 20 in the Capitol Rotunda. The event was well attended by legislators, regents, trustees and presidents. President Huftalin attended and was able to visit with several state legislators.

The College is continuing to advocate for the Westpointe CTE building. The building was ranked 13th by the building board, and the Infrastructure and General Government Appropriations Subcommittee likewise ranked the building 13th on its priority list.

President Huftalin and VP Sheehan have been meeting with members of the Executive Appropriations Committee to discuss the merits of the building for the College and for Salt Lake County. Decisions regarding funding of buildings will also be made in the final days of the session as the budgets are finalized.

There are several bills that if passed would affect the College. VP Sheehan is working with the USHE team and the legislative liaisons from the other institutions to attempt to shape the bills in a way that will be favorable for the college. The legislative session will end at midnight on Thursday, February 12.

Community Relations

Carnegie Classification

In January, Salt Lake Community College announced to internal and external communities that we were awarded the 2015 Carnegie Foundation Community Engagement Classification. The award celebrates SLCC's long history and ongoing commitment to our community. It acknowledges the work of our staff, faculty, and students and their strong relationship with our community.

Community Perception Survey

In consultation with Institutional Research and members of the Community Partnership Council, we received results from the College's first Community Perception Survey. The

survey was successfully sent via email to respondents representing 472 organizations partnered with Salt Lake Community College. Sixty-seven completed the survey, yielding a response rate of 14%. Overall, representatives of 67 SLCC partners responded to the survey. About 40% represented non-profit organizations, another 40 % businesses, and 20% represented government agencies. Respondents were asked to give feedback on their experience partnering with Salt Lake Community College. In general, respondents tended to agree with the statements, and view their partnership as positive. Survey results were shared with the Community Partnership Council and key stakeholders within the College.

Other

In addition, the school continues to improve data collection and policies to promote community engagement by faculty, staff, and students. In December and January I met with faculty and the Thayne Center to discuss the use of sabbatical for community engaged scholarship.

In early February, Community Relations organized a community meeting at the Utah Cultural Celebration Center to discuss plans for the West Valley Learning Center. I submitted a report summarizing outcomes of the event to Assistant Provost Nate Southerland.

Awards and Committees

In January I was awarded the Utah Campus Compact Civically Engaged Staff award. I was nominated and am serving on the University Neighborhood Partners hiring committee for a new UNP director. I am currently serving on one hiring committee and one grievance committee.

Local Government Relations

On Feb 19th, Scott Brown worked with staff from the cities of Riverton and Herriman to discuss the future infrastructure needs for the proposed Herriman campus. There was agreement to continue shared discussions about the need for road construction. Next steps will include continued discussions with Utah State University and community partners about the future campus.

Scott has set a meeting with Salt Lake County on Feb 23 concerning the Arts and Media Innovation Center project. The county is seeking input on SLCC participation in the project.

Scott has been working closely with VP Sheehan since the beginning of the legislative session setting appointments with legislators for President Huftalin, monitoring legislation, working with representatives from the other institutions to influence legislation and to report bills to various members of the staff for their input.

Institutional Effectiveness and Planning Report

Board of Trustees, March 2015

Report from Educational Initiatives on the Lumen Learning Gates Foundation Grant

Jason Pickavance, Director of Educational Initiatives

Salt Lake Community College is a sub-awardee on the Bill and Melinda Gates Foundation Next Generation Courseware challenge grant. The Next Generation Courseware challenge invited applicants to “develop personalized courseware that improves outcomes for low-income postsecondary students.” In partnership with Lumen Learning, we will help develop and pilot courseware in four key business courses next academic year.

Lumen Learning has proposed building and testing courseware that will tackle one of education’s longstanding problems: Benjamin Bloom’s 2 Sigma problem. Bloom observed that students who experience one-on-one tutoring perform two standard deviations better than students in typical courses. Of course, it isn’t possible for college’s to supply one-on-one tutoring for every student. The challenge, then, is how to achieve a tutoring effect within the limits of more conventional student-to-teacher ratios. In addition to tackling the 2 Sigma problem, Lumen is also proposing to create content and courseware that is openly licensed, addressing the long standing problem of college affordability.

Institutional Lead: Jason Pickavance
Department Leads: Paul Benner and Barbie Willett
Instructional design lead: Paula Michniewicz

Courses and faculty

BUS 1010: Intro to Business (Basil Chelemes)
MKTG: 1030: Intro to Marketing (Ahmad Kareh)
ECON 2010: Microeconomics (Dennis Watson)
ECON 2020: Macroeconomics (Ike Ikeme)

Timeline

- Feb-July 2015--courseware design and build phase with feedback from faculty
- July - Aug 2015--adapt content and courseware to specific courses
- Aug 2015-May 2016--pilot courseware during the academic year with enrollment targets of 260 student for fall 2015 and 650 students for spring 2016.

Faculty Leadership Report February 2015

Academic Rank and Promotion

For the past two years the Faculty Association and the Faculty Senate have discussed academic rank. As a result, an Academic Rank Handbook was created by faculty to determine exactly what rank advancement means to individual faculty, to the departments/schools, and to the college as a whole. This information was recently disseminated to all faculty members for department-level discussions. Each department and school was charged to create a rubric against which faculty will be evaluated when they apply for rank advancement. The goal is to have an effective rubric in place by the end of April for use in the following academic year.

In addition, Faculty Senate has launched a college-wide conversation about the new academic rank promotion process and is gathering feedback to hone a workable academic rank process that is meaningful and rigorous.

Collegial Conversations

The spring event to promote the work of our part time faculty was held earlier this month. Approximately 70 adjunct faculty members attended the event that highlighted great teaching. Interim Provost Sanders's keynote address focused on his experiences with great teachers and each attendee received a copy of the Ken Bain book, *What the Best College Teachers Do*.

Professional Development Day

Faculty Leadership will host a two-hour session at the college's spring Professional Development Day. Topics will focus on existing professional development models and expand into how the Faculty Teaching and Learning Center can support faculty as they move forward to hone teaching and content-related skills.

eLearning Plan

The eLearning Task Force has concluded its year-long project to create an eLearning plan to address deficits and highlight quality online and blended courses. Senate overwhelmingly supported the plan with the provision to revisit and edit eLearning processes next year.

Respectfully Submitted,

Lois Oestreich, Faculty Senate President

Joseph Gallegos, Faculty Association President

Tab O

Staff Association Report
No Report This Month

The first two months of this semester are almost gone and we are doing a wonderful job serving, guiding and becoming more inclusive of everyone in this great organization. We want to keep this high energy up until the end of this semester. Henry Ford said, "If everyone is moving forward together, then success takes care of itself." We are moving forward together to achieve our academic and organization goals!

Student Life & Leadership

- The Central Region hosted "Date Night", February 11 in the Student Events Center. A variety of group and couples' activities were available throughout the night. The movie, "Beyond the Lights" was shown. The Central Region Board set up a Silhouette picture station for couples and friends to take pictures during the event. The Publicity and Advertising Board assisted in this effort and printed pictures for everyone to take home as a keepsake.
- The Fine Arts and Lectures Board hosted a Black Student Voices Panel on February 19, entitled, *Black Lives Matter*, showcasing African American student's voice their concerns and points of view of being African American and a student at Salt Lake Community College. The Black Student Union, the Fine Arts and Lectures Board and Arts and Cultural Events collaborated together to put this event together!
- The South Region celebrated the Lunar New Year on February 19. The celebration was held in the HTC building of the Jordan Campus. Various crafts relating to the year of the Sheep were available.
- The highly anticipated spring lecture featuring Rainn Wilson took place on February 25 in the Lifetime Activities Center. Rainn brought his SoulPancake Movement to share with the students and community.

Leadership Development

- Student Life and Leadership hosted their annual Winter Leadership Conference on February 6, at the South City Campus. Swift Kick presenter, Tom Krieglstein, talked to the student leaders about different leadership skills and incorporating his Dance Floor Theory, Foundation for Student Engagement. Tom also hosted a lunch hour lecture on February 5 and highlighted a few points in his Free Hugs movement.
- The spring semester's Profiles in Leadership series hosted Board of Trustee member and CEO of Sinclair Oil, Clint Ensign on February 18. Mr. Ensign discussed his journey in his current position and the different leadership skills that were essential in his development.

Executive Council Mission Statement

The SLCC Student Association Executive Council is an organization composed of student leaders who are driven to inspire, assist, guide, serve, represent and include students of diverse cultures, abilities and ages by:

- Addressing student issues and needs
- Providing access and opportunities to enrich the College experience
- Being believable and trustworthy
- Building communication bridges
- Collaborating with faculty and staff
- Working with the community

**BOARD OF TRUSTEES REPORT
SLCC STUDENT ASSOCIATION
March 2015**

Student Government

- The Executive Council is working to create a Student Financial Resource office to assist students in learning how to manage their finances. They have asked many students via surveys about this idea and what services they may need or want access to. As soon as they complete the survey, the results it will be reviewed for consideration.

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BOARD OF TRUSTEES REPORT
Reporting: CIO / CISO
February 23, 2015

Office of the Chief Information Officer

- OIT will continue researching technological opportunities to provide cost saving while maintaining the competitive edge in providing students and faculty with the tools necessary to enhance their educational experience.

Office of the Chief Information Security Officer

- Sensitive information scans and remediation has been expanded to the entire college community using software application called Identity Finder.
- Firewall and Audit Vault for Banner has been implemented in a test environment.
- Refreshing hardware for SLCC's Disaster Recovery and Business Continuity sites with a completion date of February 2015.

Office of Administrative Computing

- Mobile Application is being updated to include the student registration component. This has been implemented in test with a production date of April 2015.
- The Student ID retrieval program has been completed and implemented in production.
- Ellucian Recruiter has been implemented in a test environment.

Office of Technical Services (Systems and Infrastructure)

- Implementation of Office 365 has been completed and is being offered to faculty and staff.
- The Entire infrastructure switch replacement underway with a completion by the end of February 2015.
- The Technology Building wireless upgrade has started and is to be completed by the end of February 2015.
- Proof of concept underway for the Network Access Control software. The testing will be completed by the end of April 2015.

Salt Lake Community College**CALENDAR OF UPCOMING EVENTS
OF INTEREST TO THE BOARD OF TRUSTEES**

March 11, 2015 March 26, 2015	8:00 a.m.	Board of Trustees Meeting Giant in Our City, honoring Gail Miller
April 8, 2015	8:00 a.m.	Board of Trustees Meeting
May 5, 2015 May 7, 2015	6:00 p.m. afternoon	Evening of Honor Dinner Commencement
May 15, 2015	7:00 a.m.	Breakfast, Board of Regents and Trustees
June 24, 2015	8:00 a.m.	Board of Trustees Meeting
August 12, 2015	8:00 a.m.	Board of Trustees Meeting

*** If you wish to attend any of these functions, please call Janice at 801-957-4227. Current Athletic Events may be accessed by calling the Athletics Office, 801-957-4515. To Access SLCC's On Line Calendar of Events, log on to www.slcc.edu home page, click the calendar icon on the right side of the screen under Quick Links for a complete list of all upcoming events.**